

## ***SMALL GROUP MEETING SPACE INFORMATION***

We are pleased to host the 65<sup>th</sup> Midwest Fish and Wildlife Conference in Indianapolis, Indiana, December 12-15, 2004.

If you are interested in holding a small group meeting, you must complete the form and submit it online. We will make room arrangements for your group and meet your specifications as best we can. Space is limited and will be available on a first-come, first-served basis. We may have to make minor adjustments to accommodate a full schedule.

All rooms will have drinking water available. You will need to coordinate any food and beverage requests directly with the hotel. Contact information will be provided along with meeting room confirmations. Audio-visual needs may incur a charge from the conference or the Westin Hotel.

Please return this form by **August 31, 2004** to Chris Grauel at 65<sup>th</sup> Midwest Fish and Wildlife Conference, Indiana Division of Fish & Wildlife, 2010 S. State Hwy. 3, North Vernon, IN 47265-7950. If you have any questions, please feel free to contact Chris Grauel by telephone at (812) 352-8486, or e-mail [cgrauel@dnr.state.in.us](mailto:cgrauel@dnr.state.in.us).

## REQUEST FOR SMALL GROUP MEETING SPACE

**Deadline: August 31, 2004**

**Organization/Agency:** \_\_\_\_\_

**Type of Activity:**    ☐ meeting    ☐ reception    ☐ breakfast    ☐ lunch    ☐ dinner

### MEETING ACCOMMODATIONS

**Preferred Date:**    ☐ Sun. 12<sup>th</sup>    ☐ Mon. 13<sup>th</sup>    ☐ Tues. 14<sup>th</sup>    ☐ Wed. 15<sup>th</sup>  
2<sup>nd</sup> choice \_\_\_\_\_

(Note: Meetings will **not** be scheduled during the Sunday evening reception, Monday morning plenary session or Tuesday evening social.)

**Duration:** \_\_\_\_\_ hrs.    **Preferred Time:** \_\_\_\_\_    **Group Size:** \_\_\_\_\_

**Preferred Seating:** (Note: Group size is limited with some seating arrangements).

- |  |  |
|--|--|
| <input type="checkbox"/> rows of chairs only | <input type="checkbox"/> rows of chairs/tables (classroom)                 |
| <input type="checkbox"/> seated meal/buffet  | <input type="checkbox"/> discussion group (conference table/hollow square) |
|  | <input type="checkbox"/> reception (scattered round tables and chairs)     |

List any meetings/activities with which you would prefer not to overlap:

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**Audio-visual Needs** (there may be an additional charge for these needs):

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> slide projector/screen | <input type="checkbox"/> flip chart/easel | <input type="checkbox"/> overhead projector/screen |
| <input type="checkbox"/> other _____            |   |  |

Will you be ordering food or beverages:    ☐ Yes    ☐ No  
(If yes, hotel contact information will be provided so you can make arrangements.)

### PROGRAM INFORMATION

Please tell us how you want the meeting listed in the printed program.

**Title of Event:** \_\_\_\_\_

**Is meeting "by invitation only"?**    ☐ Yes    ☐ No  
(If you check yes, "by invitation only" will appear in the printed program.)

☐ Please do not list the meeting in the program.

### CONTACT INFORMATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_

**Please send completed request form by August 31, 2004 to:** Chris Grauel, 65<sup>th</sup> Midwest Fish and Wildlife Conference, Indiana Division of Fish & Wildlife, 2010 S. State Hwy. 3, North Vernon, IN 47265-7950, or [cgrauel@dnr.state.in.us](mailto:cgrauel@dnr.state.in.us).